

**CITY OF SARATOGA SPRINGS  
JOB DESCRIPTION**

**JOB TITLE:** Literacy Center Tutor

**DEPARTMENT:** Library

**STATUS:** part-time, 1.5 hours per a week. Hours vary by day between 2:30 PM to 5:30 PM.

**JOB DESCRIPTION APPROVAL DATE:** February 2, 2015      **SALARY RANGE:** Volunteer

**SUPERVISOR:**            Literacy Center Tutor Coordinator, if available  
                                 Literacy Center Coordinator, if available  
                                 Library Director

**GENERAL PURPOSE**

The Literacy Center Tutor, under the direction of the Literacy Center Tutor Coordinator performs works with a child between the ages of 5 to 10 to provide tutoring services related to reading, writing, and comprehension. Tutors can register to tutor for one or two days a week.

**SUPERVISION RECEIVED**

Literacy Center Tutor Coordinator

**SUPERVISION EXERCISED**

None

**SPECIFIC DUTIES**

- Provides tutoring services to children between Pre-K to 5<sup>th</sup> grade, following already provided curriculum
- Assists with set up and take down of tutoring space
- Organize materials as needed for session
- Assist student with computer and computer programs as assigned as part of curriculum
- Attends any necessary tutor training, prior to the beginning of each session of the Literacy Center
- Ensures the safety and participation of assigned student
- Performs other duties as assigned by supervisor

**Note:** This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

### **JOB QUALIFICATIONS**

- Minimum age requirement 12 years
- Minimum 1 session commitment
- Ability to communicate positively with young children and their parents/guardians
- Ability to organize and follow through with planned activities
- Give supervisor 24 hour notice if unable to meet volunteer commitment

### **EDUCATION AND EXPERIENCE**

Successful candidates for the Literacy Center Tutor position are able to read at a 5<sup>th</sup> grade level.

### **PHYSICAL DEMANDS**

Typically sit at a desk, on the floor or at a table.

### **APPLICATION PROCESS**

Interested candidates should fill out the Library Volunteer application and submit to:

City of Saratoga Springs  
Attention: Melissa Grygla  
1307 N Commerce, Dr, Suite 200  
Saratoga Springs, UT 84045

Applications are available at: <http://www.saratogaspringscity.com/library>

Applications can be emailed to [MGrygla@saratogaspringscity.com](mailto:MGrygla@saratogaspringscity.com).